

POSITION TITLE: Chief Deputy Clerk

Court Name: UNITED STATES BANKRUPTCY COURT

Court Address: PO Box 24890

City: Nashville **State:** TN **Zip:** 37202-489090 **Duty Location:** Nashville

Permanent Position: YES

Job Grade: JSP 14/1 - JSP 16/10

Salary Min: \$85,123

Salary Max: \$130,173

Closing Date: 10/28/2005

Open Until Filled: NO

FULL DESCRIPTION:

The Clerk's Office of the United States Bankruptcy Court for the Middle District of Tennessee, a progressive organization, is seeking an experienced, goal-oriented individual for the position of Chief Deputy Clerk.

OVERVIEW: Located in Nashville, Tennessee, the court serves the citizens of the Middle District of Tennessee. The Clerk's Office consists of 46 employees who support three active judges. The court handles average annual case filings of 16,500. The court has been on the electronic case filing system (CM/ECF) since October, 2004.

DUTIES: The Chief Deputy is a senior-level management position reporting directly to the Clerk of Court, and in the absence of the Clerk, assumes the functions and responsibilities of the Clerk. The Chief Deputy shares the responsibility for the supervision and management of daily operations, including case processing, financial operations, budget, statistical reporting, human resources, records maintenance, security, property management, procurement, and automation. Working closely within the management team and all staff, the Chief Deputy assists in the development, implementation, and refining of office policies, procedures, and programs to enhance the productivity of the total organization. The Chief Deputy also supports the Clerk and management team in analyzing and revising organizational structure, establishing long range schedules, priorities and deadlines for completion of work assignments and special projects. Since the Chief Deputy has significant interaction in a progressive information technology environment, it is imperative that they have an understanding of electronic case docketing systems and databases. The Chief Deputy also serves on the primary liaison with the Bankruptcy Bar to develop Local Rules, ECF Dictionary Events, and procedures.

RESPONSIBILITIES - Includes but are not limited to:

- Consult with, and make recommendations to, the Clerk of Court and work groups regarding court policies, procedures, and staffing decisions, as well as operational issues affecting the court.
- Assigns, coordinates, and establishes performance expectations, training, and evaluation process; functions as a coach to a variety of work groups.
- Assists with the implementation and transition to a variety of automated systems for case management and finance.
- Installs and monitors procedures for assuring adherence to internal controls.
- Develops, maintains, and documents procedures for finance and case processing.
- Advises attorneys on procedural matters related to filings.
- Assures compliance with appropriate policies and procedures as well as operations within budgetary constraints.
- Develops prototype local rules with guidelines from Judges, the bar, and Clerk.
- Perform other duties as assigned.

QUALIFICATIONS:

Minimum Qualifications:

- Minimum of six (6) years of experience in a responsible administrative, professional or technical position in which they have gained thorough knowledge of the concepts, principles and theories of human resource and organizational management. At least three (3) years of the six years experience must have been a position of substantial management responsibility, preferably in public or judicial administration.
- Bachelor's degree in public or business administration or related field from an accredited college or university.

DESIRABLE QUALIFICATIONS:

- Law Degree
- Strong interest and demonstrated experience in implementation and management of new technology and automated functions.
- Exceptional leadership skills and proven problem solver; provides innovative solutions to workplace problems and employee relations issues.
- In-dept working knowledge or processes of the court system.
- Excellent project management skills.
- Working knowledge of FAS4T, and CM/ECF.
- Excellent written and verbal skills.
- Expertise in dealing with others in person-to-person work relationships.
- Possess a professional demeanor, mature judgment and positive outlook at all times.

BENEFITS:

Employees of the United States Bankruptcy Court are entitled to benefits which include the federal retirement system, health and life insurance programs, paid holidays, leave accrual, and periodic salary increases.

HOW TO APPLY:

Qualified persons are invited to submit a resume, a narrative explaining their management philosophy and a detailed example of a significant achievement in their career. Place in an envelope marked “**CONFIDENTIAL**” to:

United States Bankruptcy Court
PO Box 24890
Nashville TN 37202
Attention: Personnel Specialist

